

Central United Methodist Church

Custodian II Job Description

Purpose of the position:

1. The Church Custodian II has the responsibility in partnership with the Custodian 1 and Appointed Designee for the appearance, maintenance, and security of the building and grounds, as well as the overall cleanliness of Central United Methodist Church.

2. Reports to: Appointed Designee and Pastor.

3. Qualifications:

- a. Dependable, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- b. Possess excellent communication skills and be a strong team player with the staff.
- c. Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 50 pounds and to have complete mobility in building and grounds activities.
- d. High School Diploma or GED required.
- e. Prior maintenance experience preferred.
- f. Good organizational and planning skills.
- g. Good knowledge of basic mechanical functions of Central Church equipment.
- h. Ability to organize, co-ordinate, and schedule cleaning tasks for maximum efficiency.

4. Custodian II Job Responsibilities and Duties:

- a. Room Set Up & Tear Down: The Custodian II will be responsible for setting up tables, chairs and other equipment required in advance of meetings at the church that are assigned to him/her by church staff. The Custodian II will likewise be responsible for clean-up and tear down following meetings and events that are assigned to him/her. Upon request, the Custodian II will provide tablecloth supplies for the tables if needed. It will be the responsibility of the Custodian II to prepare the church for services dependent on his/her schedule.
- b. Interior & Exterior Lighting: Most lights are motion activated both off and on. However, for those not on this system, the Custodian II will ensure appropriate lights are turned on for services and meetings and turned off at the conclusion of church services or events. This includes all common areas and restrooms. The Custodian II will visually check and replace all burned out light bulbs and fluorescent tubes and will repair, or coordinate repair or replacement of, any toggle switches, outlets, and fuses by appropriate staff. Fixtures should be cleaned whenever light bulbs are changed. Timers on exterior lighting should be adjusted quarterly or sooner if needed.
- c. Climate Control: The Custodian II will be responsible for checking the appropriate climate control for all Church services, meetings, and events in order to ensure comfort of guests. Climate Controls in the education building are manually controlled and must be monitored daily. Climate Controls in the East Dining Room, Fireside Lounge Atrium, and Library are also manually controlled and must be monitored before and after each use event. Climate Controls for the Sanctuary, Womack Hallway, Recital Hall, Pioneer Chapel, Parlor, Chapel of Light, and Main office are automatically controlled by computer systems.
- d. Security: The Custodian II shall check that all doors are unlocked and exit lights turned on before all services and events. The doors and windows must be locked and lights turned off after the service or event is completed.
- e. Restrooms: Towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. Deodorant cakes will be kept in all urinals, and plumbing fixtures checked for proper operation. All restrooms are to be checked before services, events, or meetings and cleaned, maintained, or repaired as required.
- f. Grounds keeping: The Custodian II shall provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, common areas, and other grounds features. Ensure that the grounds are properly maintained, i.e. grass is mowed and trees and shrubs are trimmed.
- g. Standard Sunday Service Activities: General accommodations should be made for parishioners, Ministers, Choir, Soloists, or guests of the Church. Accommodate and assist with set up for Coffee Fellowship, Fellowship Receptions, or Special Events.

- h. Any major need identified by the Custodian II should be reported to the Appointed Designee for repair or replacement. The Custodian II shall conduct safety checks on pilot lights and burners in kitchens, and ensure that an adequate supply of garbage bags and related goods are maintained and available for use.

Cleaning Responsibilities and Duties:

- a. As assigned by the Appointed Designee or on an as-needed basis.
- b. All Classrooms and Nursery: Assure that nursery trash and diaper hampers are properly disposed of in the afternoon and close of all activity each Sunday and assigned work day.
- c. Kitchens: The sinks, counters, and appliances are to be kept neat and clean and monitored daily. The floors are to be dust mopped and buffed, wet mopped, and buffed as needed. Tile floors are to be stripped and waxed at least once annually.
- d. Restrooms: In order to maintain sanitary conditions in all restrooms, the Custodian II must assure proper cleaning and restocking after each major event. Refer all problems to Appointed Designee or Pastor.

5. General Expectations and Responsibilities:

- a. The Custodian II often represents the Church and great care should be taken to make a positive and professional appearance in all circumstances, providing hosting, security, janitorial, and setup for all events.
- b. Monitor area daily for appearance, security, breakage or malfunctions. Empty trash as needed.
- c. Place all garbage and recycled material in appropriate containers.